October 4, 1973

STAT

NOTE FOR: [   ]

STAT

[   ]

Except for shortening up the charter which you and [   ]   STAT
have worked on, we made two changes. One, of course, is that the
head of the registry reports to the D/DCI/IC. For your benefit, I
would say that that is thought of as a temporary thing and that there
is no doubt that in the long run the head of the registry reports to the
AO/DCI.

The second thing that was left out is the prediction that the IC
registry will merge with the ER. There is no doubt about this either,
and we anticipate that this will take place in due course, probably
coincident with the transition I mentioned.

As the attached sheet says, the plan is approved by General
STAT   Graham and the sooner [   ] moves in and starts functioning   STAT
the better.

```
[                              ]
```
AD/DCI/IC

Copy to
General Graham

STAT   [   ]

Dr. Clarke
Gen Thomas

STAT   [   ]

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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1		10/3	
2	General Graham		
3			
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ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

Attached is a proposed "charter" for the ICS registry.

1. Any comments?

2. May I have your (approval?)

OR per D.O.O

FOLD HERE TO RETURN TO SENDER

	SS AND PHONE NO.	DATE
		3 Oct 73

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FORM NO. 237   Use previous editions
1-67   (40)

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Responsibilities of the ICS Registry

1. The ICS registry is under the supervision of the D/DCI/IC.

2. The ICS registry is responsible for:

a. Receiving, controlling, distributing and dispatching correspondence, documents, messages, etc. for the ICS.

b. Establishing and maintaining a suspense system for action items.

c. Assigning control numbers for use by the ICS.

d. Reviewing outgoing mail to insure compliance with appropriate security practices.

e. Maintaining a central file system for the ICS.

f. Maintaining a reference library of appropriate documents for use by the ICS.

g. Acting as ICS interface with other Agency registries, Central Reference Service, Cable Secretariat, etc. for procuring publications, documents, etc. as requested by staff members.

h. Establishing and maintaining an effective records management program for the ICS.

i. Performing other functions as assigned by the D/DCI/IC.

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ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

    Attached are copies of a notice which was suggested by the survey of the IC Registry. _____ has assisted me in its preparation.

    Unless you feel otherwise I would suggest that copies be given to each Group Chief today for his comments no later than COB 3 October. If major changes are not required we sould be in business 4 October.

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FROM: NAME, ADDRESS AND PHONE NO.	DATE
AO/DCI	10/2/73

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REORGANIZATION OF THE INTELLIGENCE COMMUNITY STAFF
REGISTRY

1. The Intelligence Community Staff Registry was
reorganized effective 3 October 1973. The Registry will be
under the supervision of the DCI Administrative Office. The
Registry will be authorized a total of three personnel, the
senior designated at the Chief, ICS Registry.

2. The Intelligence Community Staff Registry will be
responsible for:

a. Implementing and administering and effective overall
administrative program to include operation of Mail and Records
Unit to process and control all-source intelligence material,
including Top Secret and lower classified material, and for
other highly sensitive accountable materials; maintenance of a
comprehensive suspense system; classification, reports and forms
management programs within the ICS and responsible for ensuring
adherence to policy decisions on matters relating to the overall
administrative program, carrying out these duties through preparation
of administrative office procedures and memoranda.

b. Providing the ICS with an effective records management
program to ensure effective paperwork management through
establishment of a uniform, economical file system; preservation
of records having permanent value; and the orderly disposition
of inactive records data on a timely basis.

c. Keeping the Deputy and the Assistant to the DCI for the
Intelligence Community advised of significant correspondence that
warrants their awareness or guidance prior to completion of action.

d. Effecting timely dissemination to the Intelligence
Community Staff and other recipients of all materials.

e. Establishing necessary and timely suspense control and
notices for action items.

f. Control and assignment of all control numbers, TS,
Codeword, etc., within the Intelligence Community Staff.

g. Receipt and control of all-source mail, messages and documents (including privacy communications for senior officials such as "Eyes Only", EXDIS, LIMDIS, PERSONAL FOR, NATO, etc.) for the Intelligence Community Staff.

h. Review of all outgoing matter for conformance with Agency security practices and insuring dispatch via appropriate courier system.

i. Maintaining central files for all offices of the Intelligence Community Staff, to include both subject and chrono file copies of ICS originated correspondence and other offices, agencies documents/ correspondence that are categorized as permanent files.

j. Maintaining files of current Agency directives/instructions and will insure that key personnel and offices of primary responsibility are apprised of new or changing procedures.

k. Effecting ICS interface with other Agency registeries, Central Reference Service, Communications and Security for support and related matters applicable to the ICS.

l. Maintaining a reference library consisting of significant NSC, DOD and CIA documents, for use by all personnel within the ICS.

m. When requested by ICS members, act as the office of primary responsibility for procurement of both internal and external publications and documents.

n. Perform other functions as assigned by the Deputy to the DCI for the Intelligence Community.

3. Reorganization will include some change in systems to permit subsequent merger with the Executive Registry.

Next 1 Page(s) In Document Exempt

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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	AD/DCI/IC		
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ACTION		DIRECT REPLY		PREPARE REPLY
APPROVAL		DISPATCH		RECOMMENDATION
COMMENT		FILE		RETURN
CONCURRENCE		INFORMATION		SIGNATURE

Remarks:

Re: Survey of Intelligence Community Staff
Registry

I concur with the survey.

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FROM: NAME, ADDRESS AND PHONE NO.	DATE
s - 7E31	9/17/73

FORM NO. 237   Use previous editions
1-67

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MEMORANDUM FOR:

Here are some group
Comments on the Regis -
try survey. Let's talk
& then start making
changes

9/19
(DATE)

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED.

(47)

STAT

19 September 1973

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MEMORANDUM FOR:

SUBJECT   :   Registry Survey

STAT

1. I've received the Registry Survey and, if dealt with conceptionally only, find it impossible to fault the recommendations.

2. However, I do have a number of reservations with respect to a separate IC Registry given the existence of ER and its expertise in these matters.

3. IC position totals are limited and with the senior secretarial grades each Group has it should be possible to assign each Group responsibility for its own records. This requires a senior Staff Officer in your immediate office to assure proper document routing, but this is necessary with or without a Registry.

4. My recommendation is that we have a consensus of agreement among the Group Leaders, take steps to transfer the function to ER, and require each Group to assume responsibility for the retention and retrieval of papers relating to its activity.

5. A requirement should be levied on DCI/AO immediately -- that of establishing and monitoring a Records Retirement Schedule for IC.

John M. Clarke
Intelligence Community Comptroller

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OFFICIAL ROUTING SLIP

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ACTION		DIRECT REPLY		PREPARE REPLY
APPROVAL		DISPATCH		RECOMMENDATION
COMMENT		FILE		RETURN
CONCURRENCE		INFORMATION		SIGNATURE

Remarks:

PRG Comment (Where applicable) may be found
opposite each paragraph. PRG Personnel stand
ready to assist the Executive Officer in correcting
the reported deficiencies, at the earliest possible
date.

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	PHONE NO.	DATE
Gen Thomas, A/PRG		18 Sep 73

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TO	NAME AND ADDRESS	DATE	INITIALS
1	C/PRG		
2	C/CCG		
3	C/PEG		
4	EO		
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ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	

Remarks:

Please let me have your comments

on the attached by c.o.b., Tuesday,

18 September.

STAT

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FROM: NAME, ADDRESS AND PHONE NO.	DATE
Acting D/DCI/IC	17 Sep

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1-67
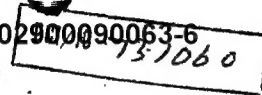
14 September 1973

MEMORANDUM FOR: Acting D/DCI/IC

FROM   : Chief, Information Systems Analysis Staff

SUBJECT   : Survey of Intelligence Community Staff
                 Registry

Attached is the subject survey report. We will be

happy to be of further service to you, if needed.
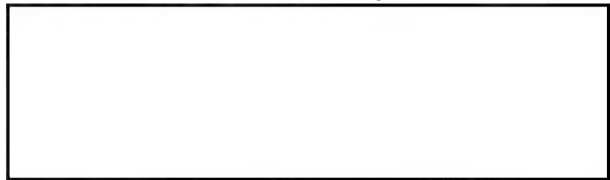
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Chief, Information Systems Analysis Staff

Attachment

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